

*Compete if you are  
the best*

GUIDELINES



# INTERNATIONAL CATS CONTESTS

COMPETENCE & APTITUDE TESTING SERVICES

**FASTEST GROWING CONTESTS IN PAKISTAN**



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"What we want is to see  
the child in pursuit  
of knowledge,  
and not knowledge in  
pursuit of the child"

George Bernard Shaw



## 01 INTERNATIONAL CATS CONTESTS

1. ICATS-Maths Contest
2. ICATS-English Linguistics Contest
3. ICATS-Science Contest
4. ICATS-Art Contest
5. ICATS-Creative Writing Contest

## 02 ROLE OF HOSTING INSTITUTE

The head / contest coordinator of the institute will:

1. Receive all correspondence from ICATS Contests including registration forms, brochures, posters, participants' list and yearly calendar.
2. Nominate a focal person who will acknowledge the receipt of correspondence from ICATS Contests through phone / email
3. Display posters on the institute's notice board.
4. Make announcements in all classes to inform students that registration to ICATS Contests has opened.
5. Communicate parents of students through diaries / notices about ICATS Contests deadlines.
6. Motivate students to participate in ICATS Contests.
7. Register willing students in participants' list provided by ICATS Contests as annexure with registration form. Separate photocopy of the annexure should be used to register students from each class.
8. Receive participation fee Rs. 1000/- per contest from each student.
9. Deposit participation fee in International CATS Contests online account or get issued a bank draft / pay order in favour of "International CATS Contests".
10. Fill up the registration form.
11. Attach pay order / bank draft issued in favour of International CATS Contests with the registration form.
12. Send the registration form duly filled and signed along-with all annexures through reliable courier services with tracking facility to:

Program Coordinator,  
Suite No. S-5, Second Floor, Zainab Square, 9 - 11, B-Block  
Commercial, Architect Society, Lahore.

13. Inform Program Coordinator, ICATS Contests, if any amendment is required,

when registration confirmation list is displayed at ICATS Contests website ([www.catscontests.org](http://www.catscontests.org)).

14. Receive question papers for the contests.
15. Conduct test within campus as per given schedule following ICATS Contests' guidelines.
16. Send solved papers through reliable courier services with tracking facility to Program Coordinator, International CATS Contests.
17. Receive results, awards & prizes and distribute to the concerned students.

### 03. CATEGORIES OF THE CONTESTS

The six categories of the contests are as under:

1. Toddlers (Classes 1–2)
2. Kids (Classes 3–4)
3. Juniors (Classes 5–6)
4. Juveniles (Classes 7–8)
5. Adolescents (Classes 9–10 / O-Levels)

### 04. LEVELS OF THE CONTESTS

The levels of the contests are as under:

1. School Level Contests
2. Province Level Contests
3. Country Level Contests

### 05. RULES FOR THE CONDUCT OF CONTEST

1. ICATS Contests will be held in the participants' own institute. Head of the institute will act as Chief Examiner. Chief Examiner / Coordinator should ensure that ICATS GUIDELINES along-with a copy of the contest and invigilation schedule is made available to invigilator(s) at least two days before the contest date. It is also responsibility of the Chief Examiner / Coordinator to ensure that all invigilators fully understand their responsibilities as per ICATS GUIDELINES.
2. Chief Examiner / Coordinator would be responsible for appointing invigilators for International CATS Contests from teaching faculty members of

participating institute who must ensure that the contest is administered according to the ICATS GUIDELINES. There must be one invigilator appointed for every 30 participants and there must be at least one invigilator in each room.

3. Chief Examiner / Coordinator should be very careful that candidates are issued with the correct question paper.
4. Invigilators' conduct must not unduly disturb students during the contest. They must take the greatest care to prevent candidates from copying each other's work or engaging in any unfair practice.
5. No person will be allowed in the room during contest except the candidates concerned and those supervising the contest.
6. Only Chief Examiner / Coordinator has authority to assign seats to candidates. Students not registered for a contest should not be allowed to contest without getting express consent from ICATS Contests.
7. If a participant does not understand a word or phrase on the exam paper, neither examiner nor invigilator is permitted to answer. Invigilator should not in any way attempt to aid candidates and they are particularly cautioned against attempting to interpret the meaning of words / sentences on question paper.
8. Should it be suspected at any time that a candidate is attempting to cheat in the contest, inform the Chief Examiner / Coordinator immediately of your suspicions. Invigilator should not approach the student himself. However if no Chief Examiner / Coordinator is available then below mentioned procedures should be followed:

If any candidate is suspected of making use of notes or books during contest, possession of such material should be immediately taken by the invigilator and the case must be reported at the end of the exam to the Chief Examiner / Coordinator. The candidate must be permitted to continue the contest.

The invigilator should make a note on the attendance sheet next to the candidate's name regarding use of unfair means.

## 06. THE CONTEST MATERIAL

The question papers and other relevant material would be sent to head of the institute at least THREE days before the contest date through courier services. If Chief Examiner does not receive the question papers THREE days before the contest date, he must contact the Program Coordinator, ICATS Contests through telephone / email. Envelopes containing the question papers would only be opened by the Chief Examiner / Coordinator on the contest date strictly in accordance with the



instructions given thereon. No envelope containing question papers would be opened before the contest commencement time. If Chief Examiner / Coordinator finds broken seal of the question papers' envelope, it must be reported immediately to the Program Coordinator ICATS Contests. Chief Examiner / Coordinator should ensure that all the contest related material is stored in lock and key at a safe and secure place. In case of shortage, photocopies of question papers can be made with prior permission of the Chief Examiner / Coordinator. All unused material must be sent back to ICATS Contests.

Institutes are not allowed to photocopy the answer sheets. ABSENT must be clearly written on the answer sheets of absent students and these sheets should also be sent to Program Coordinator, International CATS Contests.

## **07. THE CONTEST SCHEDULE**

The contest would start sharp at 10:00 am throughout country on the contest date. No institute is allowed to change the schedule of contest in any case unless the ICATS Contests authorizes a rescheduling. In case of any unavoidable circumstances, Program Coordinator ICATS Contests must be contacted immediately and advice must be sought.

## **08. STARTING THE CONTEST**

Before the commencement of contest, Chief Examiner will check that the attendance sheet(s) sent by ICATS with the contest material is available and correct. The attendance sheet(s) must be completed and returned to ICATS Contests with

- the answer sheets.

Only registered candidates whose names appear on the attendance sheet(s) should be allowed to take part in the competition.

- The invigilators must ensure that any helping material that might be useful to candidates has been cleared from the walls/notice board/ white board/ hall. The desks must be positioned at a distance of at least ONE meter from each other and there must be a wall clock visible to all candidates. A board must be displayed at a visible place showing the contest commencement and ending times.  
The Chief Examiner will open the question papers' envelope in the Contest Hall in presence of the participants. All relevant material would be distributed to the students very carefully in accordance with the instructions given on the envelopes.



Participants must be given at least five minutes to write their particulars on the answer sheets. During this time they should be allowed to read their question papers but taking notes or writing answers should be strictly prohibited. Invigilators should read out all the instructions given on the question paper in loud voice so that all participants clearly hear and understand them. The candidates should be told as to when they may begin and how much time they have to complete the test.

## **09. CONCLUDING THE CONTEST**

Students will be notified when there are five minutes and one minute remaining in the contest and when time has expired. Immediately upon the announcement that time has expired, all writing must stop and all pens/pencils must be put down immediately. A student may not review the question paper or make any additions or deletions to the answers after time is called.

The invigilators should collect the answer sheets before candidates leave the contest room. It must be ensured that all requisite information on the front page of answer sheet has been completed in BLOCK LETTERS.

The invigilators must sign the attendance sheet(s) and sort the answer sheets by level. The answer sheets together with attendance sheet(s) must be packed / sealed in the same envelope in which they were received from ICATS Contests and sent to ICATS Contests through reliable courier service on the same day. Program Coordinator ICATS Contests must be informed in case of any delay in sending answer sheets within stipulated time.

## **10. INSPECTION BY ICATS CONTESTS**

ICATS Contests reserves the right to visit any Centre during test without any prior notice. Participating institutes are supposed to cooperate with the ICATS Contests representatives. However, these representatives must be asked to prove their identity before entering the Hall. If it is found by ICATS Contests representative that arrangements as per international transparency standards have not been made, the contest may be declared void and registration of the institute may be cancelled.

**11. INSTRUCTIONS FOR THE PARTICIPANTS**

1. Instructions from the invigilators must be carried out promptly.
2. Candidates must appear at the centre at least twenty minutes before the commencement of the contest. Candidates arriving more than half an hour after the contest has started shall not be allowed to participate in the contest, or may be admitted only at the discretion of the Chief Examiner (i.e. provided the cause(s) of lateness by the student are reasonable, cogent and sufficiently convincing).
3. Candidates must bring with them to the contest room their own ink, pens and pencils and any materials which may be permitted by these regulations. Only blue / black inks are allowed.
4. Candidates shall not communicate with one another in any manner whatsoever during the contest.
5. Candidates may not leave the contest hall unescorted for any reason, and this includes using the washroom.
6. No materials or electronic devices shall be brought into the room or used at a contest except those authorized by the Chief Examiner / invigilator. Candidates must ensure that there is no writing on any rulers, set-squares, calculators and other such instruments brought into the contest room.
7. A candidate must under no circumstances leave his/her seat unless permitted to do so by the invigilator. A candidate wishing to leave his/her seat should raise his/her hand to attract the invigilator's attention.
8. No candidate shall take out of the contest room any answer book(s) or part of an answer book, whether used or unused or other supplied material.

For further information, please visit **[www.catscontests.org](http://www.catscontests.org)**

**PROGRAM COORDINATOR****INTERNATIONAL CATS CONTESTS**

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“The quality of a question is  
not judged by its  
complexity,  
but by the complexity of  
thinking it provokes”

Joseph O'Connor

LETTER  
COMPREHENSION  
SPELLING  
GRAMMAR  
VOCABULARY  
COMPOSITION  
ESSAY  
PUNCTUATION  
INNOVATIVE  
CREATIVE  
STORIES

**ICATS ENGLISH  
LINGUISTICS CONTEST**



**ICATS MATHEMATICS  
CONTEST**



**ICATS SCIENCE  
CONTEST**



**INTERNATIONAL CATS CONTESTS**

**Pakistan**

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**UAE**

Tourist Club,  
Abu Dhabi,  
UAE.

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